



# LOS ANGELES COUNTY COMMISSION ON HIV

3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748  
www.hivcommission-la.info

While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

## OPERATIONS COMMITTEE MEETING MINUTES April 15, 2010

Approved  
6/17/2010

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/CONSULTANTS
Mike Johnson, <i>Co-Chair</i>	Nettie DeAugustine, <i>Co-Chair</i>	Daniel Maxwell	None	Jane Nachazel
Sergio Aviña	Michael Green			Jim Stewart
Fredy Ceja	Karen Peterson			Nicole Werner
Dean Page				
Robert Sotomayor				

### CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Agenda, 4/15/2010
- 2) **Minutes:** Operations Committee Meeting Minutes, 2/18/2010
- 3) **Minutes:** Operations Committee Meeting Minutes, 3/18/2010
- 4) **Roster:** Los Angeles County Commission on HIV Membership Roster, 4/1/2010
- 5) **Table:** Los Angeles County Commission on HIV, Seat Distribution, *ongoing*
- 6) **Commissioner Renewal Application:** Michael Johnson, 4/15/2009
- 7) **Table:** Los Angeles County HIV Comprehensive Training Inventory/Plan, 4/15/2010

1. **CALL TO ORDER:** Mr. Johnson called the meeting to order at 12:50 pm.
2. **APPROVAL OF AGENDA:**  
**MOTION #1:** Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**  
**MOTION #2:** Approve 2/18/2010 and 3/18/2010 Operations Committee Meeting minutes with correction to Item 7, Co-Chairs' Report, on both to reflect Mr. Johnson rather than Mr. Kochems (*Passed by Consensus*).
4. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
5. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
6. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.
7. **CO-CHAIRS' REPORT:**
  - Mr. Johnson welcomed Daniel Maxwell who was visiting from SPA 1.
  - ➡ Staff will obtain a recording of the 5/13/2010 County Leadership Conference for Commissioners on "Technology in the 21<sup>st</sup> Century." The annual conference provides valuable insight on County activities, but conflicts with the Commission meeting.
8. **OPEN NOMINATIONS PROCESS:**
  - It was noted that Everett Alexander has resigned.
  - Mr. Johnson noted unfilled seats are: SPA 7 Provider and Consumer; SPAs 4 & 5 Consumer; and Districts 3 and 5 Consumer.
  - Four additional Latino members, including one consumer, are needed to meet demographic goals.

## Operations Committee Meeting Minutes

April 15, 2010

Page 2 of 3

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- Renewals due are: Bailey, Braswell, Butler, Daar, Giugni, Goodman, O'Malley, Peterson, Land, Sayles, Watt. Mr. Johnson reminded them publicly at the April Commission meeting. Mr. Johnson will contact Carrie Broadus who has missed several meetings.

A. **Candidate Nominations:**

**MOTION #3: (Sotomayor/Page):** Nominate Michael Johnson to the District 4 Consumer seat and forward to the Commission for approval and submission to the Board of Supervisors for appointment (***Passed by Consensus***).

9. **CONSUMER CAUCUS:** The April meeting was cancelled in lieu of a Special Executive Committee meeting

10. **COMPREHENSIVE TRAINING:**

A. **Consumer Involvement:**

- Mr. Johnson presented the Los Angeles County HIV Comprehensive Training Inventory/Plan which delineates goals for planning body members, consumers and providers. He noted Craig Vincent-Jones, Executive Director, has assured him there are sufficient funds to develop some subjects into PowerPoints to be available on the Commission website.
- ➡ Agreed not to include items on Commission consent calendar when it is known in advance that they will be pulled, e.g., for a presentation or vote.
- ➡ Mr. Stewart will re-initiate the pre-Commission meeting Robert's Rules of Order training. The 30-minute sessions move through the subject in three or four sessions depending on the number of questions. Each new Commissioner should also receive a "Robert's Rules in Brief" book. A new edition is expected in 2011.
- ➡ Develop manuals for the Commission and each committee to explain basic functions and different responsibilities of consumers and providers.
- ➡ Email application scoring sheet to Committee and agenda review for May meeting.
- ➡ Link or merge "Skills Building" and "Leadership Development."
- ➡ Discuss how to prioritize and develop "Advocacy."
- ➡ Mr. Johnson will update the Training Inventory/Plan table with the following additions:
  - "Introductory Orientation(s)," goal of countywide planning, information on meeting processes like following agendas, making public comments and how consent calendars work;
  - "Education," require each applicant to attend at least one Commission meeting, require new appointees attend at least one meeting of each committee within first 90 days;
  - "Systems Expertise," Commission flow chart and definitions of committees, subcommittees, work groups and task forces;
  - "Skills Building," provide copy of By-Laws/refer to copy on website, learning to speak briefly and succinctly, defending against feelings of ineffectiveness and depression, mutual consumer/provider respect with understanding the process is not about any individual but about planning, educating consumers about provider contract requirements, value of Commission as a planning council, how to address concerns about behavior of fellow commissioner by reporting to committee or Commission co-chair;
  - "Technical Assistance," Ryan White, HRSA, County and the Brown Act, for example;
  - "Leadership Development," conflict of interest/statement qualifications, succession planning and ongoing training for all members to foster succession skills;
  - "Advocacy," distinguish among Federal, State and local issues and differing types of Commissioner representation;
  - "Mentoring," balancing importance with other responsibilities like jobs;
  - "Services," patients bill of rights and grievance process.
- ➡ The following Committee members will review/outline sections of the Training Inventory/Plan as noted:
  - "Introductory Orientation(s)," Mr. Sotomayor, consumer and Mr. Aviña, provider;
  - "Systems Expertise," Mr. Johnson, providers including County contracting;
  - "Skills Building," Mr. Page, consumer and Mr. Johnson, Mr. Land and Mr. Page, burn-out;
  - "Advocacy," Mr. Ceja, consumer and provider;
  - "Mentoring," Mr. Aviña, consumer and provider.
- ➡ Committee members will email Mr. Johnson on additional subjects that would be most helpful for consumers and providers including those appropriate for website posting and subjects for orientation meetings.

11. **PROCUREMENT/SOLICITATION PROCESS REFORM:** This item was postponed.

12. **ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):** This item was postponed.

## **Operations Committee Meeting Minutes**

April 15, 2010

Page 3 of 3

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13. **COMMISSION OPERATIONS:** This item was postponed.
14. **TASK FORCES:** This item was postponed.
15. **COMMITTEE ACTIVITIES:** This item was postponed.
16. **POLICIES AND PROCEDURES:** This item was postponed.
17. **ORDINANCE REVISIONS:** This item was postponed.
18. **NEXT STEPS:** This item was postponed.
19. **ANNOUNCEMENTS:** There were no announcements.
20. **ADJOURNMENT:** The meeting was adjourned at 2:20 pm.